

JOB DESCRIPTION
MURFREESBORO POLICE AND FIRE DEPARTMENTS
GEO-CODING DATA ENTRY CLERK

1. JOB TITLE: PART-TIME GEO-CODING DATA ENTRY CLERK

2. DEFINITION: The part-time Geo-Coding Data Entry Clerk is responsible for researching and inputting geo-code data into the Computer Aided Dispatch (CAD) system of the Murfreesboro Police and Fire Departments. This employee will be required to work twenty-nine (29) hours per week, under the direct supervision of the Public Safety MIS Coordinator. The employee will be responsible through the chain of command to the Chief of Police. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post accident, return to duty, and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. A part-time Geo-Coding Data Entry Clerk must be able to operate a telephone, typewriter, adding machine, personal computer, printer, copy machine, fax machine, calculator, and other miscellaneous office equipment and accessories customarily used in an office environment.
- b. The employee performs described duties in the Administrative Services Division of the Murfreesboro Police Department. Work is generally performed indoors in a smoke-free environment.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Interprets Geographic Information Systems (GIS) mapping data.
- b. Enters appropriate data obtained from the Geographic Information Systems (GIS) mapping into the Geo-Coding System.
- c. Assists Fire Department personnel in establishing an appropriate fire response for the established Geo-Code data.
- d. Assists Police Department personnel in establishing an appropriate police response for the established Geo-Code data.
- e. Effectively transfers telephone calls and take messages.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must have legal authority to work in the United States of America.
- b. Must be at least 21 years of age.
- c. Must possess a high school diploma or a GED equivalent.
- d. Must have not been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any state or federal laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- e. Must pass a pre-employment background investigation.
- f. Two (2) years prior data entry experience preferred.
- g. Knowledge of and ability to operate a personal computer required; knowledge of Microsoft Windows preferred but not required.
- h. Possess keyboard skills sufficient for the responsibilities of the position.
- i. Excellent communication skills, both written and oral.
- j. Temperament and good judgment to effectively deal with the public and/or other City employees, some of whom may be irate and unreasonable.
- k. Ability to report to work on time and perform responsibilities for the full duty schedule, and in a timely fashion.
- l. Ability to concentrate and accomplish tasks despite interruptions.
- m. Ability to perform a variety of tasks simultaneously or in rapid succession.
- n. Possess temperament and good judgment to effectively communicate and deal with Police and Fire Department employees on a daily basis (both by phone and personal contact).
- o. Ability to hear and comprehend various telephone communications.
- p. Eyesight adequate to read and comprehend reports, policies, and other documents.
- q. Knowledge of or ability to learn the computer software system of the Murfreesboro Police Department.
- r. Ability to type a minimum of 10,500 keystrokes per hour/35 wpm, preferred.
- s. Ability to maintain confidentiality about information learned on the job.
- t. Ability to report to work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- u. Files and stores required documents and sits, stands, stoops or walks intermittently.

**Non-Safety Sensitive
Non-Exempt
November 20, 1999**